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| DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br><b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>   |   | Schedule No. 1923<br>Page 1 of 1  |
| Agency <span style="float: right;">Division/Unit</span><br>Anne Arundel Community College <span style="float: right;">Athletics</span>  |   |   |
| Item No.  | Description   | Retention   |
| 1   | <u>General Correspondence &amp; Office Files, 1992 –</u><br>Correspondence, memoranda, and miscellaneous files relating to the activities of the Athletics office.  | Office: 3 years. Any item with legal, historical, or administrative value; until such value ends or archived for permanent retention. |
| 2   | <u>Student Medical Records, 1992 –</u><br>Records of physical examinations given to athletes, and accident reports.   | Office: 3 years<br>Warehouse: N/A<br>Archives: N/A  |
| 3   | <u>Insurance Records for Athletes, 1990 –</u><br>Policies certificates of catastrophic insurance, correspondence, memoranda, renewal materials, claim records, and miscellaneous materials relating to the administration and renewal of institutional insurance policies for athletes. | Office: 5 years<br>Warehouse: N/A<br>Archives: N/A  |
| Schedule Approved by Department<br>Agency, or Division Representative.<br>Date <u>1-20-95</u><br>Signature <u>Augustine Pounds</u><br>Typed Name: Dr. Augustine Pounds<br>Title: Vice President of Student Services |   | Schedule Authorized by State Archivist<br><br>Date <u>AUG 14 1997</u><br>Signature <u>Edward C. Saperstein</u>                        |